8 August 1995

MEMORANDUM FOR COMMAND STANDARDS IMPROVEMENT EXECUTIVES
(CSIE)

Subj: DoN IMPLEMENTATION MEMO 95–9, DIGITIZED DATABASE OF
          STANDARDIZATION DOCUMENTS

Ref: (a) DoN Standards Improvement Program Plan

Encl: (1) OASD Policy Memo 95–4, "Digitized Database of Standardization Documents"

     Reference (a) describes the process for the review and disposition of DoN military
specifications and standards. Enclosure (1) establishes digitizing requirements and
instructions to be used for standardization documents being processed for the DoD Single
Stock Point (DoDSSP). Note that some action is required prior to 1 October 1996, including
the option of notification of DoDSSP that the document will be revised and subsequently
digitized in FY97.   Please ensure the enclosed plan is distributed to your command's
Preparing Activities.

                                        Robert P. Petroka
                                        Head, of DoN
                                        Standardization Office

Distribution

25 JUL 1995

MEMORANDUM FOR ARMY STANDARDS IMPROVEMENT EXECUTIVE,
DR. KENNETH OSCAR
NAVY STANDARDS IMPROVEMENT EXECUTIVE,
MR. DANIEL PORTER
AIR FORCE STANDARDS IMPROVEMENT EXECUTIVE,
MR. JAMES BAIR
DEFENSE LOGISTICS AGENCY STANDARDS
IMPROVEMENT EXECUTIVE, MR. THOMAS RIDGWAY

SUBJECT: Policy Memo 95–4, "Digitized Database of Standardization Documents"

Attached is the Department of Defense plan for creating a valid, centralized database -- in a uniform, digital format -- of the military and federal standardization documents listed in the DoD Index of Specifications and Standards.

I know that your Commands and Centers are very busy reviewing documents and taking appropriate corrective actions, but automation of the standardization document database is an essential element of improving our overall efficiency. The work associated with implementing this plan will create an extra workload in the short term, but the creation of a database will help reduce the workload in the long run.

Please ensure that the plan is implemented at the appropriate levels in your Commands and Centers and that the schedules are met. If any of your activities have questions or need assistance, they can call Mr. Roy Bowser of our Automation Help Desk on DSN 442–6257 or commercial (215) 697–6257. I appreciate your support in making this long sought database a reality.

Walter B. Bergmann, II
Chairman
Defense Standards Improvement Council

Attachments

cc: DUSD(AR)
    DASD(IA)
    DepSOs
    DoDSSP

DEPARTMENT OF DEFENSE (DOD) PLAN AND MILESTONES FOR DIGITIZED DATABASE OF STANDARDIZATION DOCUMENTS

1. <u>General</u>. The DoD plans to have a centralized, valid database in digital format of all of the military and federal standardization documents listed in the DoD Index of Specifications and Standards (DoDISS).

2. <u>Capturing Legacy Standardization Documents in Digitized Format</u>. The following actions shall be taken to capture standardization documents that already exist in digital format and to convert to digital format those standardization documents that only exist in paper or raster image format.

    a. By August 18, 1995, the Do D Single Stock Point (DoDSSP) shall send each preparing activity a list of all of the active and inactive for new design military and federal standardization documents for which they are responsible. By October 31, 1995, each preparing activity shall:

- Review the list for accuracy and notify the DoDSSP if they are not the preparing activity (by submitting a DD From 1865 to change the DoDISS listing) or if the document has been canceled.
- Add any documents missing from the list.
- Send existing digital copies of documents to the DoDSSP on 3.5" diskette, in Printer Description Language (PDL), unless the document is scheduled for cancellation. (See attached directions on how to do this.) If there is an amendment or notice associated with the document, include a digital copy of the last amendment and all notices on the same diskette as the basic document, under a separate file name.
- For those cases where figures, tables, or other graphics are not available in digitized format and any graphics as a hard copy, providing instructions to the DoDSSP where to insert the hard copy graphics.

    b. Preparing activities have the option of submitting the digital files in Portable Document Format (PDF) instead of PDL. If a preparing activity has 100 or more documents in digitized format in mass storage, the activity may contact the DoDSSP on DSN 442–6257 or commercial (215) 697–6257 for other options of transmitting the files in lieu of diskettes.

    c. The DoDSSP shall convert all supplied PDL files to PDF files.

    d. For those documents where the preparing activity cannot provide the DoDSSP with a digitized version, the DoDSSP shall begin the PDF conversion process on November 1, 1995, and shall complete the conversions by August 1, 1996. At the beginning of each month during this period, the DoDSSP shall send on disk the converted documents to the appropriate preparing activities to verify the correctness of the conversion. If a preparing activity has more than 100 documents, the Do DSSP shall not send more than 10% of a preparing activity's total number of documents requiring verification during any one month.

e. By October 1, 1996, preparing activities shall have completed one of the following actions for each document on the DoDSSP list:

- Submitted a digitized PDL or PDF file to the DoDSSP.
- Canceled the document.
- Revised the document and submitted a digitized PDL or PDF file of the revision to the DoDSSP.
- Verified the PDF conversion provided by the DoDSSP (preparing activities may make editorial corrections to the PDF version to correct any errors that may have been introduced by the conversion process).
- Notify the DoDSSP that the document will be revised or canceled in FY97 (this indicated action must be completed by October 1, 1997, or the document will be canceled in November 1997).

If the preparing activity does not take one of these actions, the document will be canceled automatically in November 1996.

3. Sending Standardization Documents to the DoDSSP. Effective August 31, 1995, all military and federal standardization documents sent to the DoDSSP for printing, distribution, and indexing in the DoDISS shall be submitted on a 3.5" diskette, in PDL or PDF. A paper copy shall also be submitted.

INSTRUCTIONS FOR CONVERTING DIGITIZED DOCUMENTS TO PDL FILES

1. Definitions.

 a. Printer Description Language (PDL). PDL is a computer language that printing devices "read" to interpret and print PC-generated documents. One of the most popular PDLs is PostScript. PDL files are created by "printing-to-file" word processing, page layout, or presentation documents, as described in paragraph 2.

 b. Portable Document Format (PDF). A PDF file is a PostScript PDL-derived file that is viewable ("portable") across a wide variety of operating systems (DOS, Windows, UNIX, or Mac) independent of your specific operating system or PC set-up. PDF documents retain all original attributes (format, fonts, graphics, etc.) In a markedly small file size than the original.

2. Creating PDL Files in Windows.

STEP 1. To create a pdl file from your word processing, page layout, or presentation document file, you first have to load a Post Script printer driver. To do this, follow these steps:

 a. Open "MAIN" window.
 b. Open "PRINT MANAGER" window.
 c. Choose "OPTIONS".
 d. Under "OPTIONS", choose "PRINTER SET-UP".
 e. Choose "ADD" and scroll down through the "List of Printers" to "POSTSCRIPT PRINTER".
 f. Choose "POSTSCRIPT PRINTER", then choose "INSTALL".
 g. Close "PRINTERS" window.
 h. Close "PRINTER MANAGER" window.

STEP 2. Once you have loaded a PostScript printer driver, you can create a PDL file for each of your documents following these steps:

 a. Insert 3.5" disk into the appropriate drive.
 b. Bring the document to be converted to PDL file up on your screen.
 c. Select "PRINT".
 d. Select "PRINT TO FILE" (all major word processing programs have this option displayed somewhere in the print dialog box).
 e. Choose "OK".
 f. Name your file using the document identifier and a "pdl" suffix file extension. For example, "MSTD123.PDL". You must use the "PDL" suffix to make your files easily identifiable to the DoDSSP.
 g. Choose "OK".

3. Creating PDL Files in DOS. Because the various DOS-based word processing, page

layout, and presentation programs do not follow a common operating system interface, you should consult the section called "Printing to File" in the reference manual that comes with your particular program.

4. Help Desk. These instructions should be all you need to create a PDL file. However, if you run into problems and need more help, call Roy Bowser of the DoDSSP on DSN 442–6257 or commercial (215) 697–6257.